Good Afternoon to All,

Based on the teleconference last evening regarding the data for the Dimock Site, SERAS will conduct a data verification/completeness check that will include the following:

1. Scribe Management
2. Ensure that data are available for each sample and parameter documented on each chain of custody record.
3. Read each case narrative from the Regional lab reports and each validation report from ESAT for the outside contract labs and notify ERT/Regional personnel of any potential "red" flags. "Red" flags will be defined as those items that ma y trigger a difference of opinion in how the data were qualified,
4. Check EDDs for to ensure that appropriate qualifiers have been entered.
5. Import data from csv files and check EDDs for complete and accurate data transfer.

Items 1, 2 and 5 can be completed by on-site SERAS personnel. Items 3 and 4 will be done <u>at the SERAS facility by QA personnel</u>.

In order to efficiently complete these tasks, SERAS personnel will need access to the following information:

1. QAPP or SAP for the Site to determine type and frequency of QC samples
2. Action or trigger levels for each compound
3. All case narratives and data validation reports
4. All chain of custody records
5. All EDDs documenting results, units, dilution factors, RL and/or MDL, etc.

The following assumptions will be made by SERAS personnel:

1. SERAS will assume that all case narratives from the Regional labs and all case narratives from Region 3 ESAT have been reviewed in accordance with Regional or ESAT protocols and contain all pertinent and complete information required for SERAS personnel to conduct the completeness check. SERAS will not have access to any data so all comments will be based solely on the information available to SERAS personnel.
2. ERT/EPA R egion 3 will define the procedure and/or any documentation and the timeframe required to relay any "red" flags to ERT/EPA Region 3 personnel for EPA to resolve and determine data usability.

I would suggest that a work flow process be developed so that SERAS can provide you with the information that you need to be able to release the data to the public. As an example:

1.   EPA will create "To Be Reviewed??" folders on the ftp site for SERAS perso nnel to access that will contain but is not limited to: chain of custody records, case narratives, validation reports, .CSV files

2.   SERAS field personnel will access the ftp site and ensure that data are available for each sample and parameter documented on each chain of custody record.

3.   SERAS QA pe rsonnel will access the ftp site and review each case narrative and validation report and provide comments on each to <specify names>. This will be accomplished via <e-mail, memo ?specify>

4.   Files are then moved to "Review Done" folder …….and so on.

SERAS would like to ensure that extra time is not spent re-reviewing files.   I welcome any suggestions/comments to what is outlined above. Thank you in advance for your help.

Ex. 4 - CBI

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Lockheed Martin
Scientific, Engineering, Response and Analytical Services (SERAS)

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From: Kelley Chase [mailto:Chase.Kelley@epamail.epa.gov]
Sent: Wednesday, February 08, 2012 2:58 PM
To: Ex. 6 - Personal Privacy Cynthia Caporale; Fred Foreman; John Gilbert
Subject: EXTERNAL: Dimock Data Meeting/Call Summary - Scheduled for 5PM EST Today

If you are available - please call in to Ex. 6 - Personal Privacy at 5pm. Enter code Ex. 6 - Personal Privacy
Thanks - Kelley